



September 17 & 18, 2016
Historic Nifong Park, Columbia, MO
Saturday & Sunday - 10 am to 5 pm

Craft Vendor Information

The Columbia Parks and Recreation Department invites you to participate in the 39th Annual Heritage Festival & Craft Show. This popular outdoor festival is coordinated & sponsored by the Columbia Parks and Recreation Department. An estimated 10,000–15,000 people attend the event.

Description: Listen, learn and see history as it comes alive at the Heritage Festival in historic Nifong Park. Listen to American Indian drumming. Learn about the mid 19th Century as you visit with artisans and tradesmen, dressed in 19th century attire and watch them demonstrate their trades and sell their wares. See cowboys with their chuck wagons, American Indian dancing and tepees, and a Lewis and Clark replica campsite.

Listen to a wide range of entertainment on two stages - to include music, dancing and storytelling. Stroll among the beautiful displays of hand-made crafts and shop for some early holiday gifts. Saturday evening ghost stories will give you a thrill from 8 – 9:30 pm. Children will enjoy numerous activities in the Fun for Young'uns Area and hayrides are fun for the entire family. Tour the Boone County Museum, Village, and Historic Maplewood Home. Great food and a beautiful park setting will make the Heritage Festival a family tradition. Visit www.GoColumbiaMo.com and type "Heritage Festival" in the search box.

Information: Vendors accepted to the festival include handmade craft vendors, traditional artisans and tradesmen (dressed in 19th century attire and demonstrating their craft/trade), concessions, and non-profit organizations. This application is only for handmade craft vendors.

- Craft vendors will be charged \$80.00 per 12' x 12' space for applications received by September 1, 2016 and **\$85 beginning September 2, 2016**. The festival is held outdoors and vendors will be assigned space on grass. Vendors supply their own canopy, tables, chairs, etc. **The fee for your temporary business license will be paid by Columbia Parks & Recreation.**
- Electric availability is limited. **An additional fee of \$25 will be required.** Please contact Karen to discuss your electric needs prior to mailing in your application.
- Anyone selling ANY food item must contact Columbia/Boone County Health Department at 573-874-7346 for information regarding health rules and regulations. Visit www.gocolumbiamo.com and type Mobile & Temporary Food in search box.

If you would like to participate in the 2016 Heritage Festival, please fill out and return the enclosed application. Please carefully read the rules and regulations on the back of this letter. Thank you for your interest. If you have further questions, please send me an e-mail or call (573) 874-6397. We hope to see you at the Festival!

Sincerely,

Karen Chandler, Heritage Festival Coordinator
Superintendent, Columbia Parks and Recreation
KLR@GoColumbiaMO.com



RULES AND REGULATIONS

APPLICATION DEADLINE:

September 1, 2016 is the deadline. Applications may be accepted after September 1 for an additional fee if space is available.

JURYING & RESTRICTIONS:

- All items must be HANDCRAFTED ITEMS ONLY or embellished by the artist.
- No manufactured or resale items.
- There will be a pre-event inspection.
- There will be a limited number of items per category.
- No early pack up allowed.
- New applicants - please include 2 photographs of your crafts and one of your booth with your application. The photographs will become the property of the Columbia Parks and Recreation Department.

SET-UP:

Nifong Park grounds will be open at noon on Friday, September 16, for set-up. Security will be provided on Friday and Saturday during the night. Spaces will be assigned. Parks and Recreation personnel will register and help with the booth locations until 7:30 pm, Friday evening (after that time, it is dark). If you arrive after 7:30 pm please do not unload your crafts or concessions until Saturday morning. If you arrive before 7:30 pm and your space is confirmed by staff, you may unload after that time. Staff will be available on Saturday morning at 7 am. All craft vendors and concessionaires shall be set-up by 9:45 am on Saturday morning. Cars are to be parked in the designated parking area by 9:45 am. They will be allowed back in at 5 pm. Cars will not be allowed in festival area during the event.

REFUND:

The Columbia Parks and Recreation Department reserves the right to cancel the Festival in the case of inclement weather. Refunds will only be awarded if the event is canceled for both days.

The City of Columbia shall not be responsible for any injury or loss that may arise or come to the lessee or exhibitor, or his employees, or his goods for any cause whatsoever while premises are being occupied under this agreement. No insurance will be provided.



September 17 & 18, 2016
Columbia, Missouri

Craft Vendor Application

Name _____ Company Name _____

Address _____

City _____ State _____ Zip _____

Home/Cell Phone _____ Work Phone _____

Email Address _____ Web Site _____

(Please make sure your e-mail address is current and legible, as we will send your confirmation via email)

Did you participate in the Heritage Festival in 2015? (Circle) Yes or No

Do you have a business license to operate in the City of Columbia? (Circle) Yes or No

Do you need electricity? (add \$25) – Call to reserve prior to mailing (Circle) Yes or No

Please provide a complete listing and description of your craft and any special needs you may have. Use the back of the application if needed.

Before September 1, 2016:

Craft Booth (\$80 per 12 x 12 booth): _____ # booths x \$80 + reserved electric \$ _____ = Total \$ _____

Applications received on and after September 2, 2016:

Craft Booth (\$85 per 12 x 12 booth): _____ # booths x \$80 + reserved electric \$ _____ = Total \$ _____

Please make check or money order payable to: Columbia Parks & Recreation

Cash can be accepted at Columbia Parks and Recreation, 1 S. 7th Street.

Mail to: Columbia Parks and Recreation, Attn: Heritage Festival, P.O. Box 6015, Columbia, MO 65205
FAX to: 573-874-5232 or call 573-874-7475 to pay by credit card over phone.

To pay by credit card please fill out the following information:

Holder's Name _____

Type: __MC __Visa Exp. Date _____ Amount to be charged _____

Credit Card Number _____

Please read and sign the personal release statement that follows:

Personal Release Statement: I understand that the registered activities and services may have an element of hazard or inherent danger and I take full responsibility for my actions and physical condition. I agree to indemnify and hold the City of Columbia and its employees harmless from any liability loss, cost or expense (including attorney fees, medical and ambulance cost) that I may incur while participating in the Heritage Festival. Participants involved in Columbia Parks and Recreation program may be photographed and such photographs may be used to publicize City activities.

Signature _____ Date _____